**Starting Your Mixbook**

1. Go to [www.mixbook.com](http://www.mixbook.com).
2. Click on Signup in the upper right.
3. Create your free account.
   1. Email address = Use your first name and last name @vbschools.com

(example: [john.doe@vbschools.com](mailto:john.doe@vbschools.com))

* 1. Password = Tucei

1. Hover over the “Photo Books” pull-down menu in the upper right, and click on “Everyday.”
2. Click on “Blank Canvas.”
3. Click on “Start Book.”
4. Exit out of the “Select Photos” box and the blue training box.
5. Click “Add blank page” in the lower right for as many pages as you’ll need.
6. Select a layout for each page by clicking on the “Layouts” button on the top left. When selecting a layout, consider how much text and how many pictures you want to include.
7. Click on the “Add Photos” button on the top left. Click on “Upload,” and browse to the location where you saved your images. Click on the images you would like to use in your Mixbook, and click “Open.” After images appear, exit out of the Add Photos box. Drag your images to the desired pages. You may crop, rotate, etc. on the tool bar which appears after inputting picture.
8. To add text, click in the type box and type. You can control color, font, etc by using the toolbar which appears when typing. If you need to add additional text boxes, click on “Add Text” on the top right.
9. Select a background for each page by clicking on the “Backgrounds” button on the top left. You may use the same background throughout if you like.
10. To embellish your pages, click on the **“**Stickers” button on the top left. Drag the selected stickers to the desired location on the page. Stickers can be resized using the corner arrows.
11. You may click **“**Save**”** at the top, although your work is automatically saved for you.
12. Click “Preview” (top) when you have finished. Flip from page to page by clicking on the top corners. Make changes if needed.
13. Your Mixbook will be saved to your account. If you wish to continue editing your Mixbook, simply log in once again, and click on the “Edit” button for your book.